

FISCAL & MANAGEMENT ANALYST

DEFINITION

To coordinate, supervise and participate in the City's budget development process including budget review and analysis, short-term and long-term fiscal forecasting, and development of budgeting systems; to supervise and participate in the most complex departmental and citywide studies related to operational and fiscal analysis.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Budget and Analysis.

Exercises functional and technical supervision over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Coordinate, supervise and participate in the City's budget development process including short-term and long-term fiscal forecasting; supervise and participate in complex financial analysis and budgetary planning.

Plan, schedule and coordinate the preparation of the City's annual budget and update process; provides technical assistance to department personnel.

Investigate, interpret, analyze, and prepare recommendations related to improvements of budgeting, management, and fiscal information systems; provide specialized budget related systems, policy, and procedural training and assistance to City staff at all levels.

Monitor and analyze expenditures and revenue; analyze and evaluate the fiscal impact of development activities.

Review, analyze and evaluate staff reports and Council agenda statements to ensure that budget priorities are properly executed; prepares and presents recommendations related to new budget appropriations.

Coordinate and participate in the development and implementation of computerized fiscal forecasting models for both short and long-term uses; analyze and monitor program revenues.

Assist with the development and implementation of citywide long-term goals, policies, procedure and strategic plan initiatives; analyze, interpret and provide appropriate guidance on city policies and procedures to the public, City officials and City personnel.

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Assign and review the work of departmental staff involved in the analysis, development, and evaluation of City programs and services; develop and evaluate program goals, objectives and performance indicators.

Assist department managers with using automated work systems to improve productivity and measure program and organization effectiveness.

Design, plan, supervise and participate in productivity improvement studies; provide recommendation for improving operational efficiency.

Coordinate and participate in department studies requiring complex statistical and fiscal analysis; provide fiscal knowledge and expertise to various City departments and committees.

Provide complex analysis and evaluation of proposed labor contracts; participate in confidential labor negotiations with various employee bargaining units and/or represent the City on other negotiating teams.

Monitor, supervise and evaluate the work of consultants providing financial services to the City; prepare requests for proposals for consulting services.

Conduct or coordinate special projects and assignments relating to grant-in-aid, legislative policies, community relations programs, inter-agency projects, city construction projects or as assigned.

Represent the City at community, interagency, and professional meetings as required.

Make presentations to the City Council and City Commissions.

Train and evaluate the performance of subordinates.

Perform other duties related to this position.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of public finance.

Principles and practices of public budget preparation, analysis, and administration, including expenditure control and revenue projection.

Principles and practices of budgeting systems, financial analysis, computer modeling, and cost-benefit analysis.

Strategic and financial planning.

Principles, methods and practices of fiscal projections and their application to municipal budgeting and finances.

Federal and state legislative processes and funding practices related to local government.

Pertinent federal, state and local laws, codes and regulations.

Advanced mathematical, financial, probability and statistical concepts.

Principles and practices of supervision.

Principles and practices of modern office methods and procedures.

Ability to:

On a continuous basis, know and understand all aspects of the job; analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; develop and analyze operational and technical policies and procedures.

Establish and maintain cooperative-working relationships with those contacted in the course of work

Implement the use of computer software programs and hardware pertinent to areas(s) of specialization.

Understand and follow oral and written instructions.

Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible duties in the areas of quantitative and fiscal analysis, computer and statistical modeling, and budget development.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration, finance, accounting,

economics, statistics or a related field. A Master's degree in a related field is highly desirable.

#### PHYSICAL DEMANDS

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

#### WORKING ENVIRONMENT

Primary work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Some movement is required from office to office and there is exposure to the external environment when going to outlying offices, meetings, or performing field inspections. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

12/01